



Fort Valley State University Administrative Policies & Procedures Manual

Telework/Flextime Section 0801.2001

Reviewed by President's Cabinet 08-07-2014

General

Fort Valley State University (FVSU) allows teleworking, flextime, and occasional/intermittent telework in accordance with the University System of Georgia's Human Resources Administrative Practice Manual (USG HRAP): Employment Teleworking/Flextime Policy which can be found at

http://www.usg.edu/hr/manual/teleworking_flextime_policy?highlight=telework

FVSU may designate job classifications and/or positions as eligible for telework and/or flextime. This designation must be documented by the supervisor and approved by the respective senior leadership member in coordination with the Office of Human Resources. The employee's direct supervisor is designated as the telework manager for the employee. Employees are not permitted to telework/flextime without prior permission.

The Telework and Flextime Program is an employer option, not an employee right, and it is appropriate only when it is beneficial to FVSU. Telework and/or flextime may not be suitable for all employees and/or positions.

The employee, supervisor, or manager may terminate teleworking or flextime without cause. A supervisor has no authority to require an employee to telework or work flextime unless it was a condition of employment or a requirement of the job description.

Eligibility

The position must be designated as a position eligible for flextime and the employee must be identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position and cannot have current disciplinary actions on file.

Manager Responsibilities

The telework/flextime manager (the employee's supervisor) should document the completion or appropriate inapplicability of the 13 items outlined in the USG policy in the Overview section. http://www.usg.edu/hr/manual/teleworking_flextime_policy?highlight=telework

Telework/Flextime Agreement

A telework/flextime agreement must be signed by both parties prior to the start of teleworking/flextime, agreeing that both parties will abide by the terms and conditions of the signed agreement.

The agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises.

In addition, the telework/flextime agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.



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Telework Provisions Conditions of Employment

As stated in the USG HRAP, "the teleworker's conditions of employment remain the same as for non-teleworking employees. The employee shall adhere to all policies, rules, and regulations of FVSU, the Board of Regents of the University System of Georgia, and state while teleworking."

Employee Responsibilities

Consistent with Fort Valley State University's expectations of information asset security for employees working in the office, telework employees will be expected to ensure the protection of proprietary FVSU and student information accessible from their telework location. Steps include, but are not limited to, use of locked file cabinets, regular password maintenance, and any other steps appropriate for the job and the environment.

The employee agrees to participate in studies, inquiries, reports or analyses relating to telework/flextime at Fort Valley State University's direction.

Additional Requirements

The USG Policy, documented in the USG HRAP, provides specific requirements relative to the following areas which are applicable to FVSU employees or managers participating in a telework arrangement. All of the details of these requirements are not listed here. Please consult the USG policy for complete information.

http://www.usg.edu/hr/manual/teleworking_flextime_policy

- Work Site and Work Hours
- Work Space
 - An employee will be required to provide their supervisor and the Office of Human Resources with a Work Space Self-Certification Checklist within ten (10) working days of the request to telework confirming that he/she has met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in operable condition for the duration of the telework period. The checklist can be found at http://www.usg.edu/hr/benefits_docs/tele_attachment-d.pdf
 - Fort Valley State University will not be responsible for any cost associated with the setup of a home office.
- Equipment and Supplies
 - In accordance with USG's telework policy, office supplies (e.g. pens and paper) shall be provided by Fort Valley State University and should be obtained during the teleworker's in-office work period.
 - The employee is expected to use his or her own furniture, phone lines, and other equipment. Any use of private facilities of the employee will be at the employee's discretion and not at the request or expense of FVSU.



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This applies to all physical improvements and conveniences, as well as services.

- Under no circumstances, should Fort Valley State University owned equipment be installed in an employee's home. The employee may be issued equipment to be used at the alternate work location (such as computers, printer, etc.) The equipment should be issued with the appropriate property control check-out procedures. As the Fort Valley State University's equipment is the property of the state, Fort Valley State University will retain the responsibility for the inventory and maintenance of state-owned property following state laws and procedures.
- Work Hours
 - Bi-weekly employees subject to mandatory overtime must obtain approval from their supervisor before performing overtime. Failure to comply with this requirement can result in the immediate cessation of the telework agreement.
 - The employee must obtain approval in advance from his or her supervisor before taking leave during a designated telework day.
- Expenses and Compensable Time
- Liability
- Telework Coordination
 - FVSU's Telework Coordinator is the Director of Human Resources
- Security and Access to Information
- Child and Dependent Care
- Program Reporting and Evaluation

Telework Approval

The employee should complete a telework agreement which must be approved by the supervisor, respective senior leadership position, and the Director of Human Resources. A sample agreement can be found at http://www.usg.edu/hr/benefits_docs/tele_attachment-a.pdf

Occasional/Intermittent Telework Provision

In recognition of the fact that employees may request on occasion the ability to work from home or telecommute due to outside doctor's appointments, travel to remote locations, sick family member that allows for intermittent work to be accomplished, etc., Fort Valley State University allows occasional and intermittent telework. Not all Fort Valley State University positions are eligible for occasional /intermittent telework due to the responsibilities.

An Occasional/Intermittent Telework Employee is an employee who works at home on an infrequent basis. Occasional teleworkers do not work away on a scheduled basis but the arrangement must be approved in advance.

Occasional/Intermittent Telework Approval

The employee should complete a telework agreement which must be approved by the supervisor, respective senior leadership position, and the Director of Human Resources. A



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sample agreement can be found at http://www.usg.edu/hr/benefits_docs/tele_attachment-a.pdf

Flextime Provision

Fort Valley State University recognizes that employees may request the ability to “flex” their standard work hours for various reasons, including, but not limited to, more coverage for the office. The flextime schedule must ensure a forty (40) hour work week. Not all Fort Valley State University positions are eligible for flextime due to the nature of the job duties and responsibilities.

The flextime employee works at the regularly scheduled work location assigned by FVSU. Approval is required by the respective senior leadership position, and Director of Human Resources.

A supervisor has no authority to require an employee to work a flextime agreement unless it was a condition of employment, a peak work period, or a requirement of the job description.

Manager Responsibilities

The USG Policy addresses flextime and places the following responsibilities on the employee's manager.

- Establishing expectations for and monitoring employee performance;
- Identifying eligible positions suitable for flextime;
- Identifying eligible employees;
- Ensuring that each employee's request for flextime is considered in relation to the department's operating and customer needs
- Requiring a Flextime Agreement (available at http://www.usg.edu/hr/benefits_docs/tele_attachment-b.pdf)

Flextime Approval

The employee should complete a flextime agreement which must be approved by the supervisor, respective senior leadership position, and the Director of Human Resources. A sample agreement can be found at http://www.usg.edu/hr/benefits_docs/tele_attachment-a.pdf

Roles, Responsibilities and Expectations for Telework/Flextime Employees/Supervisors:

- Communicate frequently; be actively accessible via e-mail and phone.
- Work location should be transparent to internal and external customers.
- Employees must have personal access to equipment and phone at the home/remote site.
- The employee should notify his/her supervisor of their availability.
- If issues arise, employees must be readily available to handle and resolve work related



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problems immediately and project deadlines must be met.

- Decreased productivity and/or lack of qualitative and quantitative results may result in the revocation of the intermittent telework privilege.
- Employees must enter any vacation/sick hours that are taken during regularly scheduled work time into ADP/eTime.
- The supervisor is responsible for approving and managing the work away day and for tracking work productivity.
- Employees are approved for intermittent telework days on a case-by-case basis. Realizing that the need may arise when advanced notice is not possible, a phone call should be made to the employee's supervisor to work out details. All other telework requests will require completion of the Telework/Flextime Work Agreement in advance of the telework event.
- The supervisor is responsible for approving and managing the intermittent telework day and for tracking work productivity.
- Employee agrees to request in writing (email is acceptable) an agreed to alternative work schedule for the occasional/intermittent time away.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Alternate Workplace:** A work site other than the employee's usual and customary worksite (primary workplace). The alternate workplace may include the employee's home.
- **Eligible Employees:** An employee, in an eligible position, who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.
- **Eligible Positions:** A position having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed during a work period that may vary from the work hours established for a department or school. For teleworking, the position must be structured to be performed independently of others and with minimal need for support and cannot impact service quality or organizational operations. The eligibility of a position for teleworking or flextime may change depending on circumstances.
- **Flextime:** A work period that may vary from the work hours established for a department or school.
- **Occasional/Intermittent Telework:** A request from an employee to occasionally or intermittently telework due to outside doctor's appointments, travel to remote locations away from the home office, sick family members or other reasons approved by an employee's supervisor.
- **Primary Workplace:** The teleworker's usual and customary workplace.
- **Teleworker:** A person who for at least one or more days in a particular pay period works at home, or a satellite office, to produce an agreed upon work product. All



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teleworkers should complete the telework agreement and training. A teleworker is not a mobile worker.

- **Teleworking:** Working at a location other than the employee's usual and customary workplace.
- **Telework/Flextime Agreement:** The telework/flextime agreement documents the mandatory policies in effect and the results of any other agreements between the supervisor and the flextime worker.